

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF NORTH CAROLINA**

**CLERK'S OFFICE
VACANCY ANNOUNCEMENT**

Position Title: Docket Clerk
Announcement: 07-02
Court Name: U. S. District Court, Middle District of North Carolina
City: Greensboro, N.C.
Permanent Position: Yes
Job Grade: CL 25-1 to CL 25-25
Salary Min: \$34,972
Salary Max: \$43,731
Open Until Filled: Yes

Position Description:

Duties of the position include:

1. Reviews incoming documents to determine conformity with appropriate rules and court practices.
2. Reviews information in the Case Management/Electronic Case Filing (CM/ECF) system to perform quality control checks to ensure the validity of the data entered.
3. Makes entries of documents and proceedings to the docket, ensuring that all automated entries are appropriately linked for proper case management.
4. Collects appropriate fees.
5. Files, scans and enters information into the CM/ECF system for conventionally filed documents.
6. Answers procedural questions and case inquiries.

Qualifications:

To qualify a person must be a high school graduate or equivalent.

Other requirements are:

1. Ability to keep detailed records neatly and accurately.
2. Ability to type neatly and accurately.
3. Ability to compose and write correctly.
4. Tact, good judgment, poise and initiative.
5. Ability to work harmoniously with others.

Preferred skills:

1. Proficient computer skills
2. Scanning experience

Benefits:

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

Misc:

Because of the nature of the duties performed by the Office of the Clerk, applicants are subject to a background investigation. Only the best qualified applicants will be invited for personal interviews. Based upon the results of the interviews and any subsequent background investigations, the most qualified candidate will be selected.

How To Apply:

A cover letter with resume must be received by the Clerk's Office no later than June 5, 2007. Cover letters and resumes should be marked confidential and mailed to:

U. S. District Court
Attn: Human Resource Specialist
PO Box 2708
Greensboro, N.C. 27402

Applicants selected and invited for an interview must bear their own travel and incidental expenses. The Court is an equal opportunity employer .